

ADMINISTRATIVE - INTERNAL USE ONLY

This Notice Expires 1 January 1982

STAT

ORGANIZATION

24 June 1981

ESTABLISHMENT OF THE OFFICE OF POLICY AND PLANNING

DD/A REGISTRY
FILE: O4M-1

1. Effective 1 July 1981, the Office of Policy and Planning is established to ensure that plans and policies submitted for DCI/DDCI consideration are consistent with DCI and Agency objectives and priorities and that they are reviewed in an Agency-wide context. The Office will also centralize in the immediate office of the DCI/DDCI responsibility for all external affairs, including interdepartmental relations, liaison with the Congress and public affairs.

2. The Office of Policy and Planning will have four staffs:

a. Planning Staff

The Planning Staff will coordinate the annual interdirectorate long-range planning effort established under the auspices of the Executive Committee in 1980. This will include reconstituting the interdirectorate planning group under the Staff to identify issues affecting more than one directorate and impacting on the Agency's mission. Plans prepared by one component that may affect other components will be provided to the Planning Staff to ensure that proper Agency-level coordination takes place. The Staff will work with component organizations to develop plans to achieve DCI/DDCI objectives not clearly in the purview of one component. The Staff will prepare a quarterly report to the DCI on the status of planning and implementation of assigned follow-on actions. The Chief of the Planning Staff will represent CIA in Intelligence Community planning activities.

b. Policy Review Staff

This Staff will provide support to the Executive Committee, coordinating the schedule of its meetings, arranging agendas and preparing background papers and arranging for their circulation. This Staff will prepare appropriate background materials for the DCI and DDCI to support their participation in the Executive Committee. This staff also will review materials submitted to the DCI/DDCI that concern Agency administration, personnel, analytical operations and external affairs policies as well as such issues as the DCI/DDCI may assign to ensure that these materials are consistent with DCI and Agency objectives and are reviewed in an Agency-level context.

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c. Interdepartmental Affairs Staff

This Staff will coordinate preparation of briefing papers for the DCI and DDCI for the National Security Council (NSC) and Senior Interdepartmental Groups (SIGs) and, as appropriate, Cabinet meetings. It will coordinate preparation of briefing papers and relevant background materials for DCI and DDCI meetings with the Secretaries of State and Defense and the Assistant to the President for National Security Affairs. This Staff also will provide support to the DDCI in his capacity as CIA member of the NFIB/NFIC. Additionally, this Staff will serve as a central point of reference for other departments and agencies which have requests or complaints that they prefer to forward through the Office of the DCI/DDCI or where they are uncertain of the appropriate Agency component.

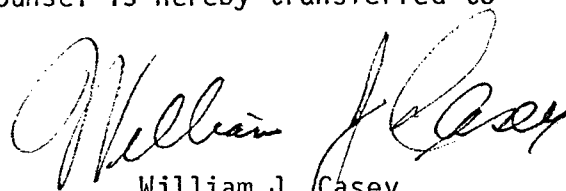
d. External Affairs Staff

This Staff will consolidate Legislative Liaison and Public Affairs into one component of two branches.

Legislative Liaison Branch will serve as the focal point for liaison with the Congress, its individual members and their staffs with Legislative Liaison Staffs of other Executive departments and agencies. This Branch will keep the DCI and DDCI informed on all congressional matters involving or affecting the Agency and the Intelligence Community. Additionally, it will direct the handling of congressional correspondence and inquiries and will arrange briefing teams to provide substantive finished intelligence or other information to congressional requesters.

Public Affairs Branch will be responsible for Agency liaison with the media and for coordinating public affairs issues with the White House and other departments of government. It will respond to inquiries from the public about the Agency and arrange for public presentations, as appropriate, on the role and mission of the Agency. Additionally, it will provide a staff support function for the Publications Review Board.

The External Affairs Staff will perform the functions heretofore carried out by the Office of Public Affairs and the liaison function of the Office of Legislative Counsel. Accordingly, the Office of Public Affairs and the Office of Legislative Counsel are disestablished. The Legislative Division of the Office of Legislative Counsel is hereby transferred to the Office of General Counsel.


William J. Casey
Director of Central Intelligence

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